



## For My Review Workspace

**For My Review Tab**

**Filter**

**Should I Report?**  
Determine whether your situation qualifies as a Mishap or a Near Miss

**Initial Notification**  
Only for Class A, B and Aviation C mishaps

**Create Report**  
Create a new ground or aviation mishap

**For My Review** 3 Deleted 0 Search 0

**Mishap Date**  
All

**Status**  
All

**Case Duty Status**  
All

Status	Class	Source	Case Number	Mishap Category	Case Duty Status	UIC	Mishap Date	Investigation Type	Created By	Date Created	Due Date	Actions
In Review (Command)	C	Mishap Report	202010221004	Ground - Motor Vehicle	Off Duty	W0J7AA	10/22/2020	--	tracey.a.russell.civ@mail.mil	10/22/2020	11/21/2020	
In Review (Command)	D	Mishap Report	202010011059	Ground - Sports, Recreation and Physical Training	On Duty	W0J7AA	10/01/2020	--	todd.a.clark.civ@mail.mil	10/16/2020	10/31/2020	
In Review (Command)	C	Mishap Report	202010091014	Ground - Motor Vehicle	On Duty	W0J7AA	10/09/2020	--	todd.a.clark.civ@mail.mil	10/13/2020	01/07/2021	

For My Review Records 1 - 3 of 3

< Previous 1 Next > Per page 10

- Displays reports ready for your review and action via the icon.
- Can't find the report, check the filters. Be sure to adjust as necessary (see yellow boxes above).
- Click on the action icon to conduct the review.





## Reviewer Summary

Once you click on the pencil from the “For My Review” tab or go to the reviewer summary using the email link it will open the reviewer summary.

First, click on review the report. The reviewer can go through the entire report tab by tab and add comments or open the pdf and review the report from there. Once complete, use the Return to Reviewer Summary button located at upper right side of the page to return to the Reviewer Summary.

Mishap Reviewer Summary

✓ Step 1: Click the below button to Review Report

Review Report

Step 2: Provide Concur or Non Concur with comment for mishap

☐ Concur

☒ Non-concur (comment required)

☐ Concur with Comment

Return to Submitter/POC/RSO

Save & Digitally Sign

Step 3: Are you the final reviewer?

☐ Yes ☒ No

To specify additional reviewers or review comments from all reviewers click

Reviewer Listing

Ready to submit click

Send to Next Reviewer

When Done click Close

For step three, which should be based on command policy and procedures, the reviewer can submit to another reviewer by selecting “no” to “Are you the final reviewer?” and then clicking on the listing to add another reviewer and following the prompts. If they select “yes” to the final reviewer question and hit submit, the report is sent to the USACRC and will change to a final status.

Use Step 2 to concur, concur with comment, or non-concur with comment. If the reviewer non concurs, they must state the reason in the comment box and they can then send the report back for correction by click the return radio button. An email notification will be sent to the individuals the report is sent back to for their action or response and can then be resubmitted. If the report is not sent back, the reviewer will save and digitally sign the report and complete step 3.



## Add a Reviewer

**Reviewers and Comments**

Case Number: 202010091014   Ground - Motor Vehicle   Classification: C   Total Cost: \$19,600   Case Duty Status: On Duty

\* Required to Save   \* Required for Submission

Add Point of Contact (POC) / Responsible Safety Officer (RSO)

Reviewers of this mishap will be listed below

**Add Reviewer**

[Add Reviewer](#)

**Search Feature**

Email Address \*   Last Name \*   First Name \*   Position/Title \*

Pay Grade \*   Rank   Unit/Organization \*   Phone Number \*

DSN:   COM:

[Save Reviewer](#)

[Return to Reviewer Summary](#)   [Back](#)   [Help](#)

Only visible when a reviewer is in the review process. Displays on each page and can be used to return to reviewer summary.

Must save. If adding first reviewer a Submit for Review button will display below the save reviewer button.

1. To view or add a reviewer, go to the Reviewer & Comments section of the report.
2. Reviewers can only be added by the report creator, POC, RSO, or a person that has already reviewed the report. If the report is ready for review, the Add Reviewer link will display below the POC/RSO grid.
3. If the Add Reviewer link does not display, check the "Mishap Review" tab and ensure nothing is red (see the next slide). Also ensure that the POC and RSO have already been added to the report.
4. To add a reviewer, you **MUST** use the search feature to add them to the report. Be sure to complete any additional required fields.
5. Once a reviewer is added to the report, the status will change to a review status. No edits to the report can be accomplished unless the reviewer sends it back to the submitter, POC/RSO or if the reviewer approves a recall from the submitter, POC or RSO.
6. The reviewer will receive an email notifying them that a report is ready for review. They can use the link in the email to access the report or go to the "For My Review" tab.

## Complete the Review – Adding Another Reviewer

1. After you save reviewer, click ok.

Return to Reviewer Summary

Return to Reviewer Summary to submit to next reviewer.

OK

2. Then click this button.

Mishap Reporting
Workspace
Case# 202010261015
Investigation Board
General Mishap Information
Material Listing
Other Damage Listing
Hazardous Material
Personnel Listing
Personnel/Material Association
Environmental Conditions
Findings & Recommendations
Supporting Documentation
Mishap Summary/Narrative
Mishap Review
Reviewers & Comments
Clear Cache
Feedback
Printable Templates

Reviewers and Comments
Case Number: 202010261015 Ground - Motor Vehicle Cl
Add Point of Contact (POC) / Responsible Safety Officer (RSO)
Reviewers of this mishap will be listed below

#	Last Name	First Name	Pay Grade/Rank	Unit/Organization	Position/Title	Role	Concurrence	Concurrence Comment	Concurrence Date	Digital Signature	Actions
1	CLARK	TODD	General Schedule (GS-12)	USACRC	SAFETY SPECIALIST	Mishap Reviewer	Concur	--	10/29/2020	CLARK.TODD.ANDREW.1032276411 Digitally signed by CLARK.TODD.ANDREW.1032276411 Date: 2020.10.29 11:29:14	
2	ADAMS	PEGGY	General Schedule (GS-13)	USACRC	Unit Safety Officer	Mishap Reviewer	Concur	--	11/06/2020	ADAMS.PEGGY.A.1089764420 Digitally signed by ADAMS.PEGGY.A.1089764420 Date: 2020.11.06 15:04:00	
3	DICKINSON	ROBERT	General Schedule (GS-13)	USACRC	Safety Manager	Mishap Reviewer	--	--	--		

Return to Reviewer Summary Back Help

\* Required to Save, † Required for Submission

✓ Step 1: Click the below button to Review Report

Review Report

✓ Step 2: Provide Concur or Non Concur with comment for mishap

- ☒ Concur  
☐ Non-concur (comment required)  
☐ Concur with Comment

Save & Digitally Sign

3. Now click here.

Step 3: Are you the final reviewer?

☐ Yes ☒ No

To specify additional reviewers or review comments from all reviewers click

Reviewer Listing

Ready to submit click

Send to Next Reviewer

When Done click Close